



WASHOE COUNTY
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CM/ACM JH
Budget MM
DA DR
Comptroller CH
HR NA

STAFF REPORT
BOARD MEETING DATE: June 28, 2016

DATE: May 12, 2016
TO: Board of County Commissioners
FROM: Michael Sullens, Purchasing and Contracts Manager
328-2281, msullens@washoecounty.us

THROUGH: Cathy Hill, Comptroller
Washoe County Comptroller's Department
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Leticia Harris, Contract Services Supervisor, Community Services Department,
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David Solaro, Community Services Department Director
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SUBJECT: Approve award of Washoe County Bid No. 2971-16 for Security Guard Services to Alert Security Asset Protection, 625 Margrave Drive, Suite 100, Reno, NV 89502 at the contracted rate of \$15.98 per hour (and \$23.97 per hour for work performed on County-observed holidays), and \$9.50 per site visit for security patrols, on behalf of the Operations and Maintenance Division of the Washoe County Community Services Department; and authorize the Purchasing and Contracts Manager to execute a one (1) year agreement commencing July 1, 2016, with the County retaining an option to renew the agreement in annual increments up to two (2) additional years. The estimated budget for security guard services in FY 17 is approximately \$120,000.00 funded from Community Services with the potential for another \$20,000.00 from other departments including Senior Services, Health, and Registrar of Voters on an as-needed basis. The annual amount indicated may vary depending on the number of actual hours of service requested over the course of each fiscal year. (All Commission Districts.)

SUMMARY:

Approve award of Washoe County Bid No. 2971-16 for Security Guard Services to Alert Security Asset Protection, 625 Margrave Drive, Suite 100, Reno, NV 89502 at the contracted rate of \$15.98 per hour (and \$23.97 per hour for work performed on County-observed holidays) and \$9.50 per site visit for security patrols, on behalf of the Operations and Maintenance Division of the Washoe County Community Services Department; and authorize the Purchasing and Contracts Manager to execute a one (1) year agreement commencing July 1, 2016, with the County retaining an option to renew the agreement in annual increments up to two (2) additional years.

SUMMARY CONT.

The estimated budget for security guard services in FY 17 is approximately \$120,000.00 funded from Community Services with the potential for another \$20,000.00 from other departments including Senior Services, Health, and Registrar of Voters on an as-needed basis. The annual amount indicated may vary depending on the number of actual hours of service requested over the course of each fiscal year.

Strategic Objective supported by this item: Safe, secure and healthy communities.

PREVIOUS ACTION:

On August 12, 2014, Board approved the award of Washoe County Bid No. 2843-13 for Security Guard Services to Alert Security Asset Protection at the contracted rate of \$15.48 per hour (\$23.22 per hour for work performed on County-observed holidays) and \$8.00 per site visit for patrol services through June 30, 2015 with a one (1) year renewal option.

BACKGROUND:

On June 30, 2016, the County's current security guard services contract expires. As a result of the new bid for security guard services, Alert Security Asset Protection is again being recommended for award of the new contract scheduled to commence July 1, 2016.

As there continues to be ongoing requirements for security guard services at various locations within Washoe County, there is a need to continue contracting these services from a private party since there are no in-house capabilities to provide these services in a cost effective manner. Although the number of security guards and hours of service have been reduced substantially over the past two contract terms due to budgetary constraints, there still remains a need for some level of service to assist the public and County with the security of its facilities and parking areas. This is a requirements type contract and as such the number of guards and hours of services remain flexible and at the sole determination of the County. These services do not include court house security services which are contracted separately and have more specialized requirements.

The County currently provides unarmed security guard services at a number of its facilities, including but not limited to, the Washoe County Administration Complex and Senior Services Center; the Downtown Reno Library; security patrols at the Washoe County Administrative Complex, Liberty Center and parking garage; and special event coverage for the Reno Rodeo and Hot August Nights. Other departments may utilize security guard services on an as-needed basis under the resulting agreement.

FISCAL IMPACT:

Funds for this expenditure estimated at \$120,000 per year are contained in the FY 16/17 budget of the Operations and Maintenance Division of the Washoe County Community Services Department, and are anticipated to be requested and approved for in FY 17/18 and FY 18/19 if renewed, in cost center C105306 and general ledger account 710204. Any additional expenditures from other departments who may have a need to utilize and pay for security guard services or patrol services on an as-needed basis will be contained in the appropriate departmental budgets.

RECOMMENDATION:

Staff recommends that the Board approve award of Washoe County Bid No. 2971-16 for Security Guard Services to Alert Security Asset Protection, 625 Margrave Drive, Suite 100, Reno, NV 89502 at the contracted rate of \$15.98 per hour (and \$23.97 per hour for work performed on County-observed holidays) and \$9.50 per site visit for security patrols, on behalf of the Operations and Maintenance Division of the Washoe County Community Services Department; and authorize the Purchasing and Contracts Manager to execute a one (1) year agreement commencing July 1, 2016, with the County retaining an option to renew the agreement in annual increments up to two (2) additional years. The estimated budget for security guard services in FY 17 is approximately \$120,000.00 funded from Community Services with the potential for another \$20,000.00 from other departments including Senior Services, Health, and Registrar of Voters on an as-needed basis. The annual amount indicated may vary depending on the number of actual hours of service requested over the course of each fiscal year.

POSSIBLE MOTION:

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve award of Washoe County Bid No. 2971-16 for Security Guard Services to Alert Security Asset Protection, 625 Margrave Drive, Suite 100, Reno, NV 89502 at the contracted rate of \$15.98 per hour (and \$23.97 per hour for work performed on County-observed holidays) and \$9.50 per site visit for security patrols, on behalf of the Operations and Maintenance Division of the Washoe County Community Services Department; and authorize the Purchasing and Contracts Manager to execute a one (1) year agreement commencing July 1, 2016, with the County retaining an option to renew the agreement in annual increments up to two (2) additional years. The estimated budget for security guard services in FY 17 is approximately \$120,000.00 funded from Community Services with the potential for another \$20,000.00 from other departments including Senior Services, Health, and Registrar of Voters on an as-needed basis. The annual amount indicated may vary depending on the number of actual hours of service requested over the course of each fiscal year."